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15 October 1986

MEMORANDUM FOR: Special Assistant to the Director/OD&E

25X1 FROM:

Director of Training and Education

SUBJECT: Guest Speaker for OTE Conference

25X1 1. Thank you for accepting our invitation to speak at the
Office of Training and Education Conference to be conducted on
12 - 13 November 1986. Your session is entitled "Panel Discussion:
The Human Resource Task Force," and is scheduled for 1000 - 1100
hours on 13 November. Each panelist will have about 15 minutes to
share his observations, with a 15 minute question and answer period.
25X1 The panel discussion will be followed by a break, and an exercise at
1115 - 1200 hours, for which you the
other panelists, will serve as "roving referents" for the various
discussion groups which will be facilitated by OTE participants.

2. We would like for you to discuss key findings of the Human
Resource Task Force regarding ways that automation and technology
changes affect the work force and the manner in which training can be
conducted. Your observations on creative directions which are
available in the future are encouraged. You will be speaking in a
theatre (with a capacity of 230), with a stage, lectern and table
with microphones. An overhead projector and 35mm slide projector are
available for your use.

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4. If you have any questions concerning the conference,
please call Please
coordinate any travel changes with

Attachment: OTE Conference Schedule

Distribution:

Original - Addressee

25X1

2 -
1 -

1 - OTE Registry

1 - SO/OTE

1 - DTE Chrono

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1 - LOGS/OTE

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